

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

January 16, 2013

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MINUTES, JANUARY 16, 2013

1. Swearing in of re-appointed members

At the January 7, 2013 Humboldt County Commission meeting Terry Boyle (Hotel Representative), Don Stoker (Motel Representative) and Rodd William Stowell (Business Representative) were re-appointed to a 2-year term as members of the Winnemucca Convention & Visitors Authority Board. They were sworn in to their positions by Board Secretary, Bill Macdonald.

2. **Time, Place and Date.** The Winnemucca Convention and Visitors Authority met in regular session in full conformity with the law at the Winnemucca Convention Center, East Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, January 16, 2013 with Chairman Terry Boyle presiding.

3. Pledge of Allegiance.

4. Attendance. *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Rodd William Stowell	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Dan Cassinelli	County Representative
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Staff Members Present:

Kim Petersen

Director

Shelly Noble

Administrative Clerk

Staff Members Absent:

None

Others Present:

Todd Lewis

United Methodist Men

Curtis Calder

Gold Diggers Motorcycle Club

Lynda Sugasa

Safe Haven Rescue Zoo

Christine Chavez

Wmca Regional Raceway Association

Wendy McMillan

Miss Wmca High Desert Queen Contest

Bailey Reynolds

Miss Wmca High Desert Queen Contest

Ron Jenkins

DCONN (Dwarf Car Racing)

Buddy Quilici

DCONN (Dwarf Car Racing)

Stan Rorex

United Methodist Men

KC Kubichek

Wmca Regional Raceway Association

Mike Scott

Wmca Regional Raceway Association

Michelle Pasquale

Miss Wmca High Desert Queen Contest

Maclyn Crnkovich

Miss Wmca High Desert Queen Contest

Fawn Reynolds

Miss Wmca High Desert Queen Contest

Kathrin Rogers

Miss Wmca High Desert Queen Contest

Sarah Rogers

Miss Wmca High Desert Queen Contest

Bonnie Cassinelli

777 Barrel Racing

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, January 11, 2013 at Humboldt County Library, Court House, Post Office, City Hall and Convention Center West Hall. No persons have requested mailed notice during the past six months.

- 6. Business Impact Determination.** After review of the January 16, 2013 agenda, *Don Stoker made a motion that no proposed agenda item is likely to impose a direct and significant economic burden on a business or directly restrict formation, operation, or expansion of a business. The motion carried, 4-0.*

7. Minutes.

Prior meeting minutes of December 19, 2012.

Don Stoker made a motion to accept the minutes of the December 19, 2012 meeting. Motion carried, 3-0. Jim Billingsley abstained because he was unable to attend this meeting.

8. **Claims.** The following claims were submitted for payment and approved on January 16, 2013:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17916-17975	\$169,425.79

Rodd William Stowell made a motion to approve all claims as submitted. The motion carried, 4-0.

9. Reorganization

9.1 Elect Chairman, Vice-Chairman, Treasurer, Secretary
Jim Billingsley made a motion nominating Terry Boyle as WCVA Chairman, Rodd William Stowell as WCVA Vice-Chairman, Don Stoker as WCVA Treasurer and Bill Macdonald as WCVA Secretary for 2013 and 2014. Motion carried, 4-0.

9.2 Appoint Board Administrator, Counsel
Jim Billingsley made a motion nominating Kendall Swensen as WCVA Board Administrator and Bill Macdonald as WCVA Board Counsel for 2013 and 2014. Motion carried, 4-0.

9.3 Appointment of representatives to other Boards, Committees or functions sponsored or supported by WCVA
 Board appointments will be made at a future date.

10. General Business.

10.1 Lynda Sugasa, Safe Haven Rescue Zoo Fundraiser, request for WH facility grant, May 18, 2013, for possible action

This will be the 6th year that Safe Haven Rescue Zoo has hosted this fundraiser which will help offset the costs of their operation. Over the past year they have seen visits to the facility increase from approximately 1,000 to nearly 2,000. Ms. Sugasa attributes this to the increased exposure they have received through advertising grants they have taken advantage of and the success they have seen in the wild animals they have been able to take in and care for. In 2006, they had 20 animals housed at their operation. Recently, they were approved for up to 70 by Pershing County and are looking to increase their funding base to accommodate the additional residents. Last year the attendance at the banquet was around 270. This year they are hoping for an attendance over 300. Also, Ms. Sugasa is requesting additional costs be covered by the WCVA this year, not just the building fee. These are the two bars (\$50), marquee (\$25) and linen (\$126) for a total request of \$801. *Don Stoker made a motion approving a facility grant in the amount of \$800 (\$600 West Hall, \$50 portable*

bar rental, \$25 marquee rental, \$125 linen fees) for the Safe Haven Rescue Zoo's Annual Fundraiser on May 18, 2013. Safe Haven Rescue Zoo is responsible for any other customary Convention Center charges. Motion carried, 4-0.

10.2 Todd Lewis, United Methodist Men Peace Officers Banquet, request for WH facility grant, April 16, 2013, for possible action

Mr. Lewis and Stan Rorex are here representing the United Methodist Men and to make this request. This is the 42nd year that they have sponsored this event to honor our local law enforcement and emergency response personnel. Last year they had 150 attend and are hoping to increase that attendance this year. Board members all agreed that this was a nice gesture to these local heroes and support the efforts of the United Methodist Men.

Rodd William Stowell made a motion approving a facility grant in the amount of \$510 (\$360 West Hall, \$150 kitchen rental). United Methodist Men are responsible for any other customary Convention Center charges. Motion carried, 4-0.

10.3 Michelle Pasquale, Miss Winnemucca High Desert Queen, request for funding, for possible action

Mrs. Pasquale is a member of the board for the Miss Winnemucca High Desert Rodeo Queen organization. These young ladies represent Winnemucca at various local and state western events. Currently, there are three queens, one in each age group. Their contest is February 23 and they are here to request assistance with funding to offset some of the expenses incurred as they compete and attend these events. This funding would be in addition to the funds that each young lady is required to raise once she is crowned. Board members were reluctant to set a precedent in supporting this organization with a cash donation since our community has many youth groups that represent Winnemucca at athletic and other events. All are worthwhile and they are concerned that similar groups may then start coming to this board to make donation requests. This board is more comfortable supporting these organizations by approving Convention Center facility grants so that larger fundraising events can be produced. Mrs. Pasquale emphasized the positive response these ladies have received and the great PR it provides to our community. *Terry Boyle made a motion approving a one-time grant in the amount of \$1,000 to the Miss Winnemucca High Desert Rodeo Queen contest organization. Motion carried, 4-0.*

10.4 Superior Livestock Auction, 2013 WCVA Cooperative Funding request, for possible action

Jim Davis is making his annual request in support of this event, which is one of the largest of the year. He is requesting a \$20,000 grant. Last year was the 20th anniversary of the auction and this board awarded it a \$20,000

grant. In years past, Jim has requested \$20,000 and this board has awarded him \$15,000. This is in addition to the West Hall facility grant of \$3,000 (5 days @ \$600/day). ***Don Stoker made a motion approving a \$3,000 West Hall facility grant plus a \$15,000 Cooperative Funding grant to Superior Livestock Auction for their event July 29-August 2, 2013. Motion carried, 4-0.***

10.5 USTRC Northwest Regional Finals, 2013 WCVA Cooperative Funding request, for possible action

This event has been produced here for many years. It used to be one of the larger western events, but the past few years have seen overnight stays fall off quite dramatically. It's still a good event. It just doesn't have the overall economic impact it once did. Last year they were awarded a \$7,500 grant. They requested additional funding for the facility and stalls, but this board did not feel more funding was justified. This year they are requesting a \$7,500 grant plus an additional \$7,500 to cover stall fees. ***Don Stoker made a motion approving a \$7,500 Cooperative Funding grant to the USTRC Northwest Regional Finals, August 23-25, 2013. Motion carried, 4-0.***

10.6 KC Kubichek, Winnemucca Regional Raceway Association, report on 2012 racing season and possible request for funding, for possible action

Mr. Kubichek and members of the Winnemucca Regional Raceway Association came before the board to report on their 2012 season and plans for the upcoming 2013 racing season. As this board is aware, last year they awarded WRRRA funds for various projects at the raceway. One project was a dwarf car race that they were not able to run so WRRRA returned \$5,000 to WCVA. This was the approximate amount appropriated for this race. They are here to report that this year the dwarf car race will be in June and it will be the first one of the season so they expect it will be well attended. They would like to request \$5,000 funding for this race, once again. They are also requesting an additional \$14,000 that will be used for a new PA system and to refurbish the bleachers. The old PA system will be used in the pits. Both are badly needed, as anyone who has attended the races knows. As always, they have a volunteer base that will put in the hours necessary to install and maintain these improvements. A few years ago WRRRA purchased a water truck with the assistance of the WCVA. This board gave them a grant for a portion of the expense and the remainder of the cost was covered by a 5-year, no interest loan. The WRRRA has repaid this loan and would like to request that this \$14,000 request be in the form of a \$7,000 grant and a \$7,000 5-year, no interest loan.

Don Stoker made a motion approving a \$5,000 grant to the Winnemucca Regional Raceway Association in support of their dwarf car race in June 2013. Motion carried, 4-0.

Jim Billingsley made a motion approving a \$7,000 grant and a \$7,000 5-year, no interest loan to the Winnemucca Regional Raceway Association to be used for a new PA system and to refurbish the bleachers at the race track. Motion carried, 4-0.

Since the WRRRA has repaid their loan for the water truck to us, Bill Macdonald brought the title for the truck to this meeting and gave it to the WRRRA board members for their records after Chairman Boyle signed off the WCVA's lienholder status on the title.

10.7 Bonnie Cassinelli, 777 Barrel Racing, Winnemucca Spring Barrel Race, May 10-12, 2013, for possible action

This event is held annually at the Winnemucca Events Complex each spring. Previously, it was produced by the Winnemucca Barrel Racing Association. This organization has disbanded and their funds donated to charity. Members of the WBRA formed 777 Barrel Racing and are taking over this event as well as other barrel races held throughout the year. When Bonnie submitted her initial request for Cooperative Funding for this event there was some confusion with the amount she requested. On the funding form she requested a \$2,500 underwriting and a \$4,000 grant. She noted that the grant would include arena fees. When Cooperative Funding requests were considered, Board members took this to mean that the arena fees would be part of the \$4,000 grant, so the cash portion of the grant would be \$1,600 (\$4,000 - \$2,400). She meant to ask for arena fees in addition to this cash grant. Since this is a new organization starting from scratch and minimal funds available until they are able to produce some events, Bonnie is requesting additional funding to make up for this error. ***Don Stoker made a motion approving an additional grant to 777 Barrel Racing in support of their Winnemucca Spring Barrel Race, May 10-12, 2013 in the amount of \$1,400. Motion carried, 4-0.***

10.7 Accommodations tax 9-month refund requests, for possible action, Clawson (\$492.60), Virag (\$922.20), Knigge (\$489.20)
These refunds total \$1,904.

Don Stoker made a motion to approve the accommodation tax 9-month refund requests for Dave Clawson (\$492.60), Tim Virag (\$922.20), Crystal Knigge (\$489.20). Motion carried, 4-0.

11. Director's Report.

11.1 Financial reports on WCVA events

Bank reconciliations for the Tri-County Fair and Ranch Hand Rodeo were included in the board packets for review.

12. Secretary and Counsel, Monthly report.

12.1 Review monthly report, for discussion

No report.

12.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

12.3 Update on East Hall carpet & tile installation project & invoices, for discussion & possible action

The East Hall carpet and tile project has been completed and we have received the invoices for payment for installation. It looks great. Board members are encouraged to look around at it when they have a chance.

12.4 Update on East Hall Marquee and Awning Project, review draft bid request forms, for discussion and possible action

No report.

12.5 Review Counsel's rep letter for 2011-2012 audit, for discussion

No report.

12.6 Review ethics procedures, regs & reports, for possible action

As with all public boards, our members are required to file an Acknowledgement of Ethical Standards for Public Officials with the State of Nevada. Bill brought these forms for members to complete and he will make sure they get filed. Also, there will be a training on the Open Meeting Law on January 23 that our members are encouraged to attend. If you are interested, contact Bill for time and location.

13. Board Administrator.

13.1 December Financial Reports, for discussion

Room tax revenues continue to be strong.

13.2 Options to diversify cash investments, for possible action

Sam Mineo has prepared a packet of information for board members to discuss. He has divided WCVA funds into three "buckets": #1 is Operating Cash for daily demands, #2 is Core Cash for anticipated expenses and #3 is Portfolio Investments designed to increase returns on funds invested for 3 months to 3 years. Mr. Mineo supplied some suggestions for the funds in bucket #3. The most conservative would be CDs, a list of possibilities is included in his handout. A little more aggressive would bonds, again a list of

possibilities was included for review. After some discussion, ***Rodd William Stowell made a motion authorizing Sam Mineo of Nevada State Bank to write a specific policy for WCVA investment funds of \$2.1 million that would be a combination of CDs and bonds. Motion carried, 4-0.***

13.3 Status of room tax audits, for possible action

No report.

14. Other Business.

14.1 2012 WCVA audit

Kendall reported that Steele & Associates will give the 2012 WCVA audit report to the board at the February 2013 meeting.

14.2 WEC locker rooms

Kim has been looking into possible solutions to providing locker rooms for athletic events at the Indoor Event Center. He has come across a company that has office trailers that are portable and could be moved around to different locations as they are needed. Board members expressed concern that they did not include restroom facilities and directed Kim to see if this same company had similar units with restrooms or other alternatives for this use. Kim will keep looking for a solution.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, February 20, 2013, 4:00 pm.

16. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.* The meeting was adjourned at 6:15 pm to the next regular meeting, or to the earlier call of the Chairman or to the call of any three (3) members of the Board on three (3) working days notice.

Respectfully submitted,

Shelly Noble

APPROVED ON _____, 2013

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

RODD WILLIAM STOWELL
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

JIM BILLINGSLEY
City Representative

ABSENT

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator